

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1 Agency Address	FOR RECORDS MANAGEMENT USE		
Application Date	1. Agency Address	Application Number		
	Department of Banking and Finance 2990 Brandywine Rd., Suite 200	79-134-A		
Application Number	Atlanta, Georgia 30341	Dete Received Date Completed DEC 2 1982 JAN 1 9 1983		
2. Person to Contact	Working Title	Telephone Number		
Jean Ethridge	Secretary	393-7330		
3. Action Requested				
	Schedule; record will continue to accumulate.			
	ccumulation; no further accumulation anticipated.	and the state of		
4. Dates of Series	No. 79-134-A Check One: Change; Superced Series Title (followed by title used in office; if di	de; U Void		
Earliest Latest				
7-1-76 Present	Bank Holding Companies Files - Confident	ial and Public Files		
6. Division and Office Function	What is the function of the Division and the Office in	which this record series is created?		
	n e-station to two controls			
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		in the second		
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	*			
	The Pin of			
7. Record Series Description	This file contains the following documents (include form no Attach samples of the file.			
Documents relating to:				
Included are:	e e			
·		· .		
		·		
File is arranged:				
		•		
8. Monthly Reference Rate	How often are records referred to which are:			
One to six months old	; Seven to twelve months old; Thirteen t	to twenty-four months old;		
fwenty-five months and olde	er?			
9. Annual Rate of Accumulati	on of Records			
Letter-size drawers 20	; Legal-size drawers; Shelves;	Other (specify)		
P-60-71: Pay 76	(Quer)			

YES NO 10. Questionnaire	(Place an "X" in the proper	column)	
	icial copy of the series?		
b. Does the serie		on requiring security handling? If yes, cite law or regula	ation.
c. Is this a vital i	roord?		<u> </u>
	es have historical or long term re	search value?	
_, , , , , , , , , , , , , , , , , , ,		it necessary to keep the entire file for a long period, cou	ld these
	scheduled separately?		
		published? If yes, attach copy, analyzed and/or recorded in a summarized report?	
g. is the intorma	copy.	analyzed and/or recorded in a summarized report?	
1 1	-	ice, or in another office or agency?	
If yes, where?		F1 - 19	
	or a major portion or (t) regular! rd series result in a computer pri	v microfilmed?	n na sa
. Retention Requirements		ires the series to be kept:	
a. State Law		d. Audia moutod	
b. Statute of limitation		d. Audit period	years.
c. Federal law		f. Federal retention instructions	years.
Attach copy or excerpt of	laws or regulations. Explain adm	ninistrative need.	···
Need to extend re	tention period in orde	r to maintain Bank Holding Company Rec	cords
for same period o	f time as Bank Supervi	sion Records.	
Other (Specify) PUBLIC FILE : Cut		ch calendar year, hold in c urrent file ate Archives. NOTE: File is not confi	
These instructions apply t	o all prior and future accumulat	ions of the series.	
gency Head/Designee (Signa	nture) Date	Records Management Officer (Signature)	Date
X/ In me	12 2 63	Toleto Mil	12 - 0
comple	m 12-2-82	& May M. Mour	12-2-8
		State Records Committee (Signature)	
ecommendations in para-			Date
aph 12 are approved. f disapproved, attach letter	1	ا استعاد ا	Date
, unduvororcu, atudili itiliti	State Auditor/Designee	hours June	Date 122982
	State Auditor/Designee Secretary of State/Designee	Edward Weldon	1229-82 12/22/82
	Secretary of State/Designee	Edward Weldon	122982 12/22/82
of explanation.)	Secretary of State/Designee Attorney General/Designee	Edward Weldon	Date 22972 272762



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FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE				
	Department of Banking and Finance	Application Number				
	Bank Examination & Supervision Division	79-134-A				
r apprioation manipol	148 International Blvd.	Date Received Date Completed				
	Suite 640 Atlanta, Georgia 30303	FEB 6 1981 FEB 1 1 1981				
2. Person to Contact	Working Title	Telephone Number				
Jean Ethridge	Office Supervisor	656-2050				
3. Action Requested a. Establish Retention S	chedule; record will continue to accumulate.					
• • •	cumulation; no further accumulation anticipated.					
c. Amend Application N						
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if did	fferent)				
7-1-76 TO DATE	Bank Holding Companies File - Confidenti					
6. Division and Office Function	What is the function of the Division and the Office in	which this record series is created?				
7. Record Series Description	This file contains the following documents (include form nu Attach samples of the file.	mbers and titles, if any):				
Documents relating to:	·					
Included are:						
File is arranged:						
8. Monthly Reference Rate	How often are records referred to which are:					
One to six months old	; Seven to twelve months old; Thirteen to	twenty-four months old;				
twenty-five months and older	r?					
9. Annual Rate of Accumulatio	n of Records					
Letter-size drawers	; Legal-size drawers; Shelves;	Other (specify)				
AR-50-71; Rev. 76	(Over)					

YES	NO	10.	Questionnaire	(Place an "X	(" in the proper co	olumn)	· · · · · · · · · · · · · · · · · · ·		<u> </u>	
		а.	Is this the office		series?					
	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.									
		C.	Is this a vital re	cord?	· .					
					l or long term rese	arch value?				
		e.	When one or two			necessary to	keep the entire fil	e for a long period,	could these	
	· · · · · ·	f.				oublished?	If yes, attach copy			
	,	, .	ga-					ummarized report?		
			If yes, attach c							
			Is there a dupit	cation of this s	eries in your offic	e, or in anot	her office or agenc	y? 		
		j.	Is this series (or	r a major portio	on of it) regularly	microfilmed	1?			
					n a computer print					
11. 	Ketent	tion F	Requirements	Ih	e following require	es the series	to be kept:			
	a. Sta	te La	w		years.	d,	Audit period		year	rs.
1	b. Sta	tute c	of limitation		years.	e.	Administrative nee	ed	year	rs.
'	c. Fed	leral l	law		years.	f.	Federal retention i	nstructions	year	rs.
	Attach	n conv	v or excert of la	ws or regulatio	ns, Explain admir	nistrative ne	ed			
		. оор	y or execute or in	ivo or regulatio	ns. explain admi	HISTI GETYC TIC	cu,	• • • •		
12			······································		•					
12. /	Appro	ved L	isposition Instr					off at the end of each		
:				_	Janoniaa 1001, <u>—</u>	, i isour i ce	., L VIIII		then,	
					month(s)		(s); then			
					year(s);					
	⊔ Tra □ Des			ds Center; hold	yea	r(s); then				
		•	to State Archiv	es for permane	ent retention					
			Specify)	ou for parmane						
,	ONE	DEN	יאודא וג'דו	Cut off f	ile at end o	f aach o	alondar voor	, hold in cur	wont files	
<u> </u>	30111 1	DUI	171111111111111111111111111111111111111		ars; then de		arendar year,	, nord in ear	ent liles	
_						_				
<u> </u>	ARFI	CF						in current fi		
			year;	then reti	re to State	Arcnives	. NOTE: Publi	c File is not	: confidentia	al.
-	These	instru	actions apply to	all prior and fo	uture accumulatio	ns of the sei	ies.			
Agen	су Не	ad/De	es j gnee (Signat	ure)	Date	Records N	lanagement Officer	(Signature)	Date	e
	5/	4	1 -M	J.	25-81		101.1			0.1
		1	M. The	ou_	2501	Guar	cane	9	المك	<u>ठ।</u>
						St	ate Records Comm	ittee (Signature)	Date	e
			ns in para- roved.	State Audi	itor/Designee		At	1 1	7	-91
(If di	sappro	ved,	attach letter	State Add	.co./ Designed		~ V K		10	0/
of ex	planat	ion.)		Secretary of	State/Designee	Ca	mall	Her	2-9-	·8/
				Attorney Ge	eneral/Designee		W/X X /	1001	2-16	-81
AR-50	-71;	Rev.	76			everse Sidé)				<u>u /</u>



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OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY

RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Application Date Department of Banking & Finance Application Number Bank Examinations & Supervision Division 148 International Blvd. NE Application Number Date Completed Suite 640 1979 JUL 20 1979 Atlanta, Ga. 30303 2. Person to Contact **Working Title** Telephone Number Jean Ethridge Office Supervisor 656-2050 3. Action Requested a. 🖺 Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest Bank Holding Companies File - Confidential and Public Files 7-1-76 | Present Division and Office Function What is the function of the Division and the Office in which this record series is created? The Department of Banking and Finance is responsible for supervision and regulation of 6. Division and Office Function State-chartered banks & trust companies, credit unions, building and loan associations, check sales companies, fiduciary investment companies, international banking agencies, business development corporations and affiliates of most of these institutions. The Bank Examination & Supervision Division is responsible for supervising and regulating the bank industry in Georgia as well as international banking agencies, fiduciary investment companies, and business development corporations operating in Georgia. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: recording Bank Holding Companies & their subsidiaries and authorizing initial and subsequent acquisitions for banking subsidiaries. Included are: copy of Federal Registration; initial State Registration (form BHC-6); Notice of Intent and applications to acquire additional banks or subsidiaries (form F.R. Y-2]; Reports of Investigation; information on subsidiaries and accompanying exhibits; approval to acquire additional subsidiaries; Annual Report (Federal form F.R. Y-6) published by the Bank Holding Company, and supplements; Annual Federal Reserve System Examination Report; and general correspondence. File is arranged: Alphabetically by name of Bank Holding Company. 8. Monthly Reference Rate - How often are records referred to which are: One to six months old. _; Seven to twelve months old _

AR-50-71; Rev. 76

Letter-size drawers .

twenty-five months and older_

9. Annual Rate of Accumulation of Records

_: Shelves

; Other (specify)

___; Legal-size drawers _

YES	NO	10. Questionnaire	(Place an ")	(" in the proper o	olumn)		
x		a. Is this the office If not, where is		series?			
х		l	ies contain confidential information requiring security handling? If yes, cite law or regulation. Ga. Code Ann. 41A-311				
	х	c. Is this a vital re	cord?		Ga. Code Ann. 41A-311		
	X	d. Does this series	have historica	l or long term rese	earch value?		
	x	e. When one or to documents be			necessary to keep the entire file for a long period, could	these	
	x	f. Is the informat	ion contained	in this series ever	published? If yes, attach copy.		
	x	g. Is the informat	ion contained i	in this series ever a	analyzed and/or recorded in a summarized report?		
х		h. Is there a dupli	cation of this s	eries in your offic of Governor'	e, or in another office or agency? Portions of fils- s-Federal Resefve System.	le duplicated	
	x	i. Is this series (o	r a major porti	on of it) regularly	microfilmed?		
	X	=		n a computer prin			
11.	Retent	tion Requirements	Th	e following requir	res the series to be kept:		
		te Law	0		d. Audit period 0	years.	
		tute of limitation_	0	years	e. Administrative need	years.	
	c. Fe	deral law		years.	f. Federal retention instructions	years.	
Î	Attack	copy or excerpt of I	awe or regulation	one Evolain admi	nistrative need		
				•		.	
					duplicate important information from y s replacement information. Federal and		
		provide any h				corporación	
1				•			
12.	Appro	vea Disposition Insti		- ·	ends that the file series be cut off at the end of each:		
	٠.		ย	Calendar Year;	Fiscal Year; Other	then,	
	∐ Но	ld in the current files	area	month(s)	vear(s): then		
		insfer to local holdin					
	🗆 Tra	insfer to State Recor	ds Center; hold	lyea	ır(s); then		
1 .	☐ De:	• -	_	_			
		ensfer to State Archiv her <i>(Specify)</i>	es for permane	ent retention.			
i	25 ()(i	iei (Specity)					
	Conf	fidential File:	Cut off	at end of ea	ach calendar year, hold in current file	s area	
			l year,	then destroy	7•		
	Ի սԵ1	lic File:	(Includes	. Acquisition	File, Form F.R. Y-2; and Annual Repor	+	
					off at end of each calendar year, hold		
_		Trans.	current	files area 2	years, then transfer to State Archive	s for	
			permaner	nt retention.	NOTE: Public file is not a confident	ial record.	
			-	S	· · · · · · · · · · · · · · · · · · ·		
						• .	
Ì	These instructions apply to all prior and future accumulations of the series.						
				· · · · · · · · · · · · · · · · · · ·			
Agen	cy He	ad/Designee <i>(Signat</i>	ture)	Date	Records Management Officer (Signature)	Date	
	Dul.	th m	ole	6-28-79	Dear Other Si	628.79	
				·	State Records Committee (Signature)	Date	
		idations in para-				3 15-	
graph 12 are approved. State Auditor/Designee						111-79	
	sappro planat	oved, attach letter tion.)	Secretary of	State/Designee	Carrole Hart	7-16-79	
			Attorney G	eneral/Designee	MADheel	7-18-79	
AR-50	71;	Rev. 76	·		Reverse Side)	· + · · · · /	